

WSDOT - Monitoring of Sub-Recipient Activities

Sub-Recipients must submit an Annual Title VI Accomplishment and Update Report to the Washington State Department of Transportation which gives an overview of their current policies, procedures, and practices that are in place to ensure non-discrimination throughout the transportation planning and construction process.

The Sub-Recipient's Title VI Annual Accomplishment and Update Report should include the following components:

1. A non-discrimination policy statement

The sub-recipient's Title VI policy statement must be signed by the top Agency official or their designee.

2. Organization and Staffing of the sub-recipient's Civil Rights Unit

- a. Smaller entities may not have a civil rights unit but must designate an individual to perform this function. Provide the name, title, and contact information regarding the individual(s) responsible for Title VI compliance.
- b. Provide an Organizational Chart showing the structure of your organization.

3. Title VI Self Monitoring and Review Process

For each of the following major program areas, if applicable, summarize how Title VI monitoring, will be accomplished by the entity.

- a. Planning
- b. Project development
- c. Right-of-Way
- d. Construction
- e. Research
- f. Public involvement
- g. Compliance

4. Data Collection

Explain how and what data is collected that supports nondiscrimination in all of your transportation major program areas and activities such as:

- a. The number of public meetings, dates held, and steps taken to notify individuals who may be affected by your actions as a result of the meeting.

- b. Steps taken to meet any Limited English Proficiency (LEP) needs where warranted (interpreters, translators, advertising, or providing printed media in languages other than English, etc.)
- c. How often and under what circumstances does the sub-recipient perform LEP activities?
- d. Date of service requests and date of resolution. This information may provide evidence that services were provided in an equitable manner and that no group was provided preferences in regard to services. Where is data related to services maintained?
- d. Nature of discrimination complaints (if any) and the resolution.

A template is available at [Title VI Annual Accomplishment and Update Report Template](#) for your use. Please follow the template format.